

# UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

## Year 3 Checklist

Done	UPIPS Step	Timeline
	Continue to self-monitor files. <b>If you would like an additional USOE on-site visit to review files, schedule before September.</b>	July, 2009-May, 2010
	Continue to implement PIP and CAP	July, 2009-May, 2010
	Implement planned professional development activities	July, 2009-May, 2010
	Collect and review data to measure the effectiveness of each action step of PIP goals	July, 2009-May, 2010
	Revise the PIP, if needed, to reflect additional findings from data collection	July, 2009-May, 2010
	<b>Submit revised PIP and CAP, if needed</b>	<b>July, 2009-May, 2010</b>
	<b>Submit evidence of CAP related training completed (agendas, participant list, and training materials)</b>	<b>December 1, 2009</b>
	<b>Complete and submit evidence of correction of individual file errors found during on-site visit, if applicable</b>	<b>Within 1 year of receiving report</b>
	<b>Submit annual progress report on PIP to USOE</b>	<b>June 30, 2010</b>
	<b>Submit verification of results of completed CAPs identified during on-site visit (through on-going internal file monitoring data) to USOE, if applicable</b>	<b>June 30, 2010</b>